Academic Personnel
Appointment Types
Overview

Acting/Term, Visiting, Post-doc

Academic Human Resources, 2015
Academic Personnel

• Faculty, defined in *Faculty Code*
• Librarians, defined in *Librarian Personnel Code*
• Medical residents (chief, resident, fellow) and senior fellows/trainees
• Academic staff (other academic appointees delivering instruction and/or conducting either research or scholarship, such as full-time and part-time Educational Outreach English Language Program Extension Lecturers, but not including academic student employees)
Agenda

High-level examination of certain academic personnel appointment types and their defining traits.

- acting appointments
- other term appointments
- visiting appointments
- “post-doc” appointments
Acting Appointments
Acting Appointment Titles

- Acting Professor (0121)
- Acting Associate Professor (0122)
- Acting Assistant Professor, temporary (0125)
- Acting Instructor (0124)
Acting Appointment Terms

• appointments are annual and must go through reappointment process
  – except Acting Assistant Professor Pending PhD, which has 0-2 year term

• faculty are limited to total of 6 years in acting titles; cannot be in same title for more than 4 years

• best practice is to perform competitive recruitment
Acting Assistant Professor, pending PhD (0123)

Title is used when someone is being hired as an assistant professor but their PhD hasn’t been conferred yet. As soon as PhD is conferred, the appointment will change to the 01116 job code.
A unit needs an acting professorial appointment for one academic year to teach while a faculty member is on leave. Which title should they use?

1. Acting Assistant Professor, temporary (0125)
2. Acting Assistant Professor, pending PhD (0123)
Other Term Appointments
Paid Term Appointment Titles

• Senior Artist in Residence (0181)
• Artist in Residence (0182)
• Teaching Associate (0169)
• Clinical Professor, salaried (0165)
• Clinical Associate Professor, salaried (0166)
• Clinical Assistant Professor, salaried (0167)
• Clinical Instructor, salaried (0168)
Unpaid Term Appointment Titles

• Clinical Professor (0161)
• Clinical Associate Professor (0162)
• Clinical Assistant Professor (0163)
• Clinical Instructor (0164)
• Affiliate Professor (0171)
• Affiliate Associate Professor (0172)
• Affiliate Assistant Professor (0173)
• Affiliate Instructor (0174)
Which Clinical Title to Use?

- Administer! -

A unit wants to pay a clinical professor to teach for one quarter. Which title should they use?

1. Clinical Professor, salaried (0165)
2. Clinical Professor (0161)

What if the unit wants to pay the faculty member to work 75% for two quarters?
Visiting Appointments
Visiting Appointment Titles

• Visiting Professor (0131)
• Visiting Associate Professor (0132)
• Visiting Assistant Professor (0133)
• Visiting Lecturer (0135)
• Visiting Scientist (0437)
• Visiting Scholar (0438)
Visiting Appointment Title Terms

- Visiting Professor (0131)
- Visiting Associate Professor (0132)
- Visiting Assistant Professor (0133)

Must have faculty appointment at same rank at another institution.

Limited to 2 years
Visiting Appointment Title Terms

• Visiting Lecturer (0135)
Does not need to hold professorial title elsewhere, but must be qualified for appointment.

• Visiting Scientist (0437)
Cannot be enrolled student at any institution. Limited to 3 months for U.S. citizens, 3 years for non-U.S. citizens.
Visiting Appointment Title Terms

- Visiting Scholar (0438)

Courtesy appointment for up to 2 years. Must hold professorial title at another institution. Equivalent experience may be acceptable in specific circumstances.
A unit wants to bring in a visiting faculty member for a year. At their home institution, the visitor is an Associate Professor. Which visiting title should the unit use?

1. Visiting Professor (0131)
2. Visiting Associate Professor (0132)
3. Visiting Lecturer (0135)
“Post-Doc” Appointments
“Post-Doc” Appointment Titles

• Research Associate (0148)
• Research Associate-Trainee (0150)
• Senior Fellow (0445)
• Senior Fellow Trainee (0442)
• Chief Resident (0329)
• Chief Resident, non-ACGME (0333)
• Resident (0328)
• Fellow (0444)
Research Associate Appointment

Terms

Research Associates are members of the faculty

• limited to 6 years after receiving terminal degree
• trainees are paid on training grants
Senior Fellow Appointment Terms

• generally limited to 6 years after receiving terminal degree
• trainees are paid on training grants
• cannot be instructor of record
Medical Residents Appointment Terms

• must have medical doctoral degree (e.g. MD)
• ACGME = Accreditation Council for Graduate Medical Education

Medical resident appointments are managed by Graduate Medical Education (GME) in the School of Medicine
“Post-Doc” Instructors?

- Administer! -

Can a “post-doc” be an instructor of record for a class?
Take Action

Consider duties, duration, funding, and skills/education required when deciding which appointment type is most appropriate.

Next steps will vary based on the appointment

• competitive recruitment required?
• visa?
• faculty vote required?
• different documentation required for new appointment packet
What **not** to do

- put someone who will be paid at least 50% for at least 6 months into a courtesy title
- mismatch ranks
- delay sending AHR the appointment paperwork
- work in isolation/not ask questions
Questions?
References

For information about specific titles, please see the job code pages on AHR’s website, http://www.washington.edu/admin/acadpers/jc_rank.html

Refer to APS 40.1 for definition of Academic Personnel
http://www.washington.edu/admin/rules/policies/APS/40.01.html
Resources/Contacts

- AHR: appointments questions
- ISO: visa policies/procedures
Thank you for joining us today!

Visit AHR online http://ap.washington.edu/ahr/